

eRecruit for Authorizers

September 1, 2005



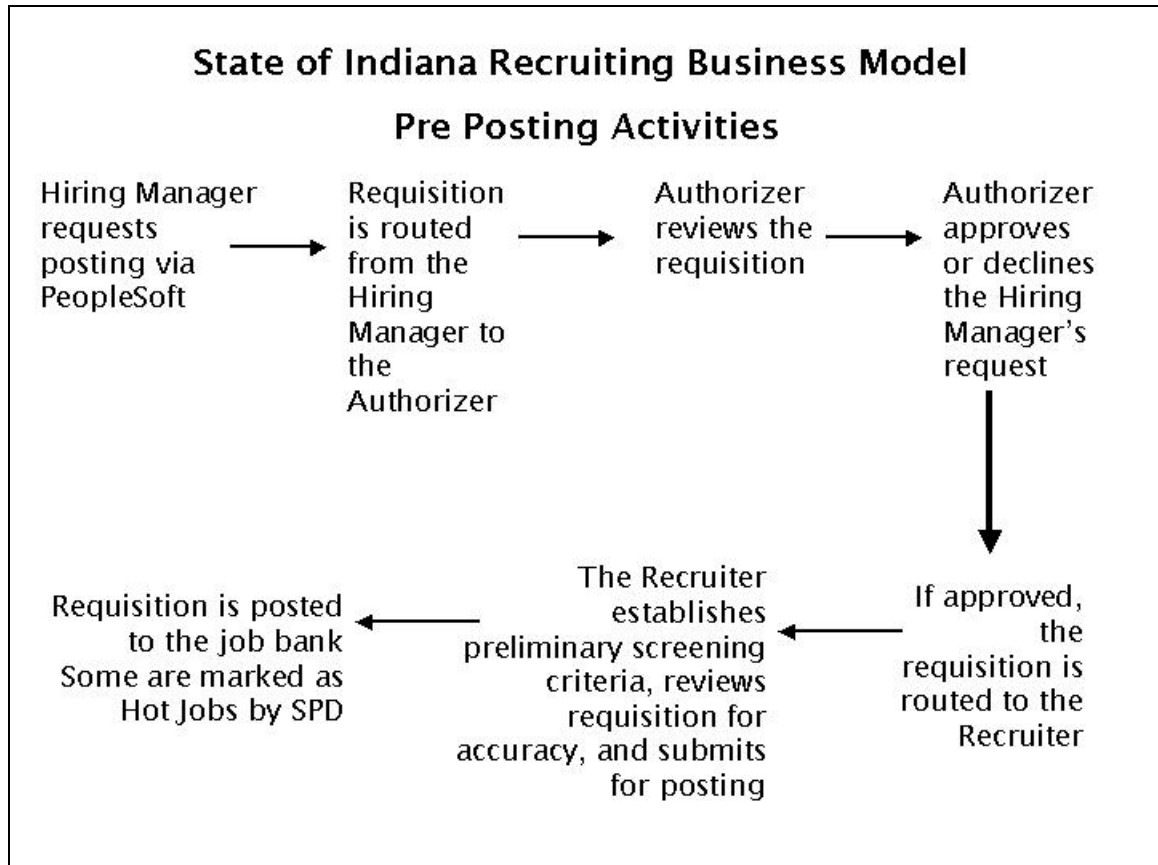
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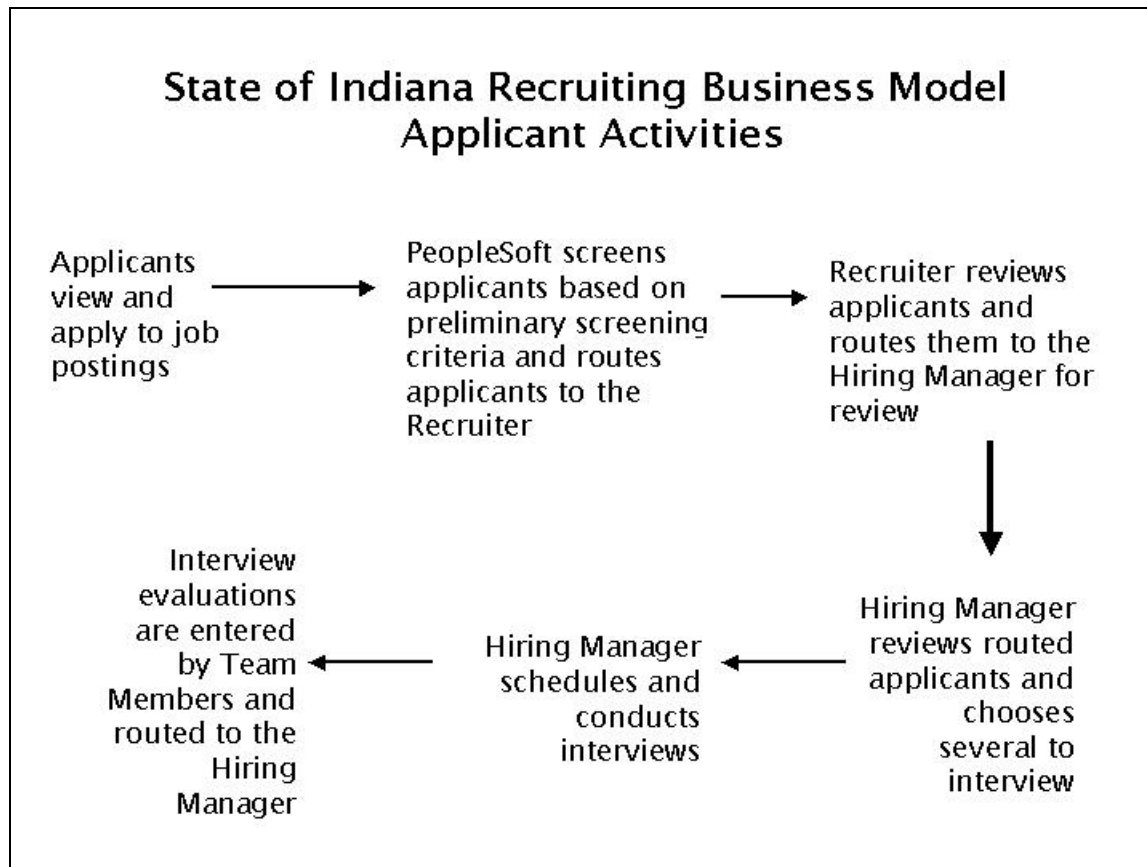


SPD eRecruit Business Model

Pre Posting Activities

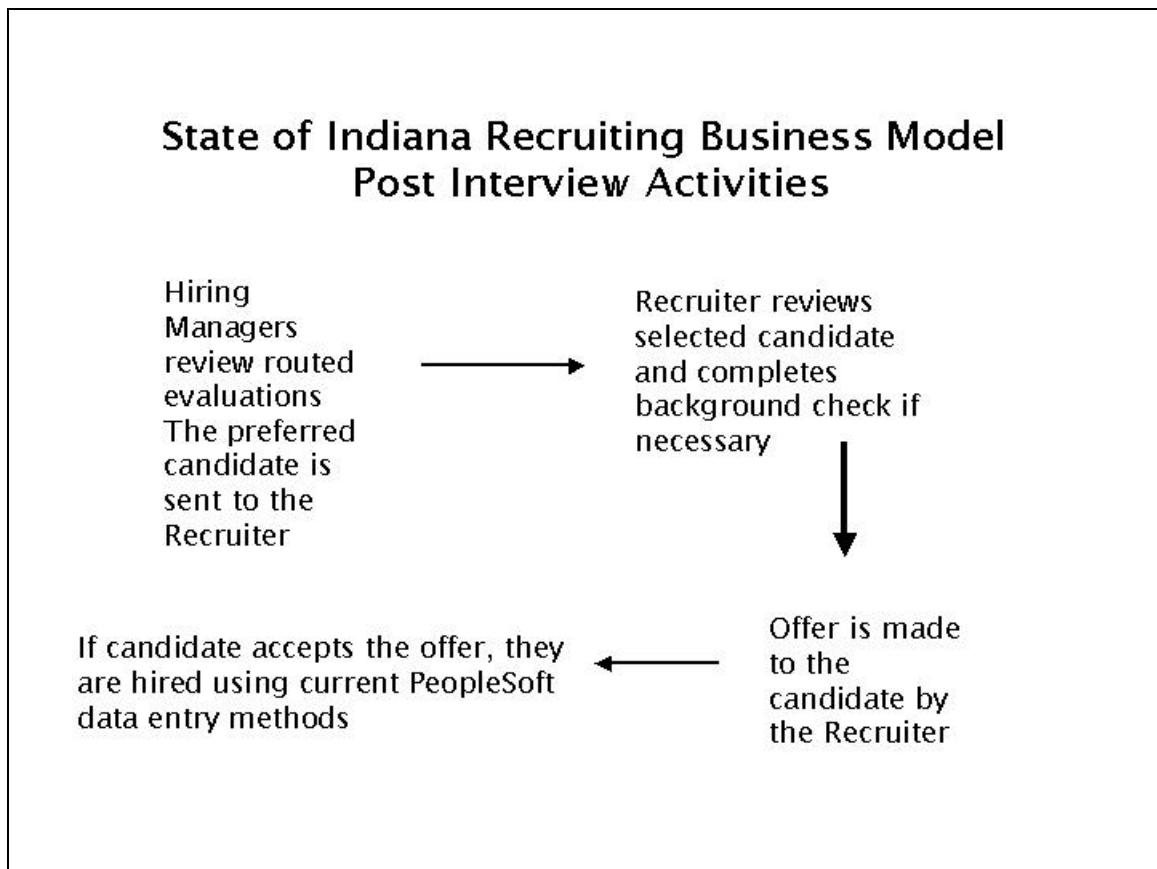


Applicant Activities





Post Interview Activities



Advantages of eRecruit

Advantages

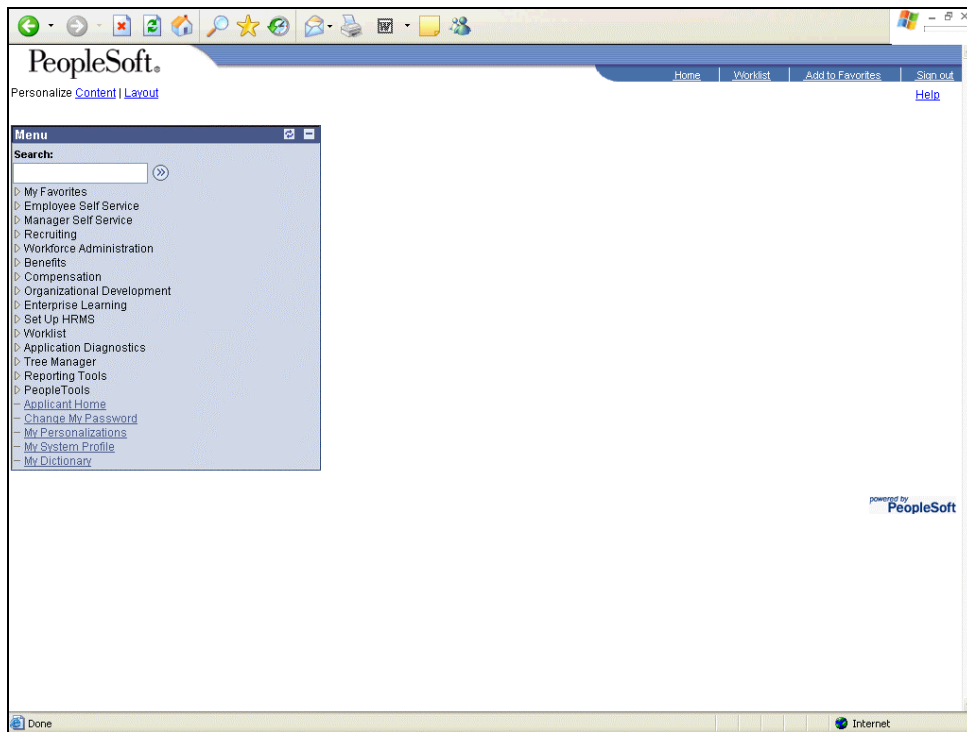
- Removed paper application data entry
- Hiring Managers have an active role in the recruitment process
- Electronic scoring system for Merit Minimum Qualifications
- Central repository for interview evaluations
- Accurate record of recruiting activities

Authorizing Requisitions

Approving/Declining Submitted Requisitions

Procedure

Authorizers will be notified via e-mail or their worklist when requisitions are ready to be authorized. As your agency's authorizer you must ensure that any pre-posting policies have been addressed and approved (ex. approval for an above minimum salary request). Hiring Managers may or may not have completed the entire 10-page requisition. The Recruiter will be responsible for editing the requisition before it posts to the job bank. The following lesson illustrates how to access requisitions via manager self service for approval/denial.



Step	Action
1.	Click the Manager Self Service link. ▶ Manager Self Service
2.	Click the Recruiting Activities link. ▶ Recruiting Activities
3.	Click the Recruiting Activities Home link. Recruiting Activities Home



Step	Action
4.	Click the Job Requisitions link. Job Requisitions

Job Requisitions

Below is a list of open job requisitions. To edit an existing job requisition, click on the number. To view job requisitions of any status, click the View All Requisitions hyperlink.

To create a new requisition, click the Add a New Job Requisition button at the bottom of the page. This is a step by step process to update or create a job requisition. On each page you will have the option to save the information you entered to that point by clicking Save for Later.

[View All Requisitions](#)

Job Requisition	Requisition Status	Job Title
43051	020-Appl	Sys Analyst S4
42779	010-Open	Toll Atnd
42778	010-Open	Toll Atnd
42777	010-Open	Toll Atnd
42747	090-ReOpen	Program Dir 2
044098	010-Open	Human Resources Generali
044098	050-Route	Secretary 3
044097	060-Intnw	Secretary 3
044096	050-Route	Secretary 3
044095	050-Route	Secretary 3
044094	050-Route	Secretary 3
044093	050-Route	Secretary 3

[Add a New Job Requisition](#)

Go To: [Manager Home](#)

Step	Action
5.	Click the requisition number to view the requisition to be approved. Example: Click the 044099 link. 044099

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Create Job Requisition

1 2 3 4 5 6 7 8 9 10

Requisition Job Information

Job Requisition Number: 044099

The job details of the requisition show the characteristics of the job which is tied to this requisition. Please review and modify the information as necessary. If you have any questions concerning the appropriate values, please contact your HR Department.

Job Details

Position Number: 10050713 Human Resources Generalist 2

Company: State of Indiana

Business: State Personnel Department

Unit: SPD - Labor Relations Div

Department: State Personnel Department

Location: State Personnel Department

Job Code: 002NA2 Human Resources Generali

To: USD Job Ratio Frequency: Annual

FTE: 1.000000

*Number of People Needed:

Requisition Status

*Requisition Status: 010-Open

Reason:

Step	Action
6.	Check page 1 of the requisition for accuracy. Scroll to the bottom of the page.



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Position Number: 10050713 Human Resources Generalist 2

Company: State of Indiana

Business: State Personnel Department

Unit: SPD - Labor Relations Div

Department: State Personnel Department

Location: State Personnel Department

Job Code: 002NA2 Human Resources Generali

FTE: 1.000000

Job Ratio Frequency: Annual

*Number of People: 1

Requisition Status: 010-Open

Reason: []

Person being replaced Name: []

Add Name of Person Being Replaced

Save

Next

* Required Field

[Return to Job Requisitions](#)

Step	Action
7.	Click the Next button. <div>Next</div>

The screenshot displays the PeopleSoft eRecruit interface. On the left is a 'Menu' with various options like 'My Favorites', 'Employee Self Service', and 'Recruiting Activities'. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Create Job Requisition' and shows a progress bar with steps 1 through 10. Step 2, 'Requisition Authorization', is the current step. Below the progress bar, the 'Job Requisition Number' is 044099. A note states: 'Requisitions require information concerning who originates, authorizes, and monitors it. Complete or update the information below.' The 'Authorization Details' section shows:

- Originator:** Smith, Patricia E (example: lastname,firstname)
- Authorized By:** Tabor, Lisa J (example: lastname,firstname)
- Recruiter:** Tabor, Lisa J (example: lastname,firstname)

 At the bottom of this section are 'Save', 'Previous', and 'Next' buttons. A note indicates '* Required Field' and a link to 'Return to Requisition Job Information' is provided. The browser's address bar shows 'Internet'.

Step	Action
8.	Review page two; when finished, click the Next button. <div>Next</div>

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Create Job Requisition

1 2 3 4 5 6 7 8 9 10

Minimum Job Requirements

Job Requisition Number: 044099

Please confirm the minimum requirements and indicate whether they are mandatory or not.

Minimum Requirements

☐ Mandatory Location: State Personnel Department

☐ Mandatory ☒ Regular ☐ Mandatory Start Date: 08/30/2005 End Date:

☐ Temporary Start Date: End Date:

☐ Mandatory ☒ Full-Time ☐ Part-Time

☐ Mandatory Standard Number Of Hours: 37.50 Work Period: Weekly

☐ Mandatory ☐ Travel Required

Save Previous Next

* Required Field

[Return to Requisition Authorization](#)

javascript:submitAction_win0(document.win0,DERIVED_ER_RESUME_IMAGE_1A'); Internet

Step	Action
9.	Review page three; when finished, click the Next button.

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Create Job Requisition

1 2 3 4 5 6 7 8 9 10

Desired Competencies

Job Requisition Number: 044099

Select the desired applicant competencies for this requisition. If there are set competencies with this job, click Select From Default Competencies. If you do not find the appropriate competency, notify Human Resources to add it to the list.

*Competency	Required	*Competency Importance	Proficiency	
Human Resour	<input type="checkbox"/>	Average	None	Delete

Add New Competency

Select From Default Competencies

Save Previous Next

* Required Field

[Return to Minimum Job Requirements](#)

Step	Action
10.	Review page four; when finished, click the Next button.
	Next

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Create Job Requisition

1 2 3 4 5 6 7 8 9 10

Requisition Posting Information

Job Requisition Number: 044099

To enter a posting description that can be viewed by potential applicants, click Add a New Posting Description. To update an existing description, click Edit.

Posting Title:

Posting Descriptions

Description Type	Visible
Quals	Internal and External

[Return to Desired Competencies](#)

Step	Action
11.	<p>Review page five. Use the Preview Entire Posting button to see what the posting will look like when posted to the job bank. When finished, click the Next button.</p> <p><input type="button" value="Next"/></p>

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Create Job Requisition

1 2 3 4 5 6 7 8 9 10

Requisition Posting Destination

Job Requisition Number: 044099

The choices you make below determine where the requisition will be made visible and for how long.

Job Requisition	Posting Type	Posting Medium	Required Open Date	Relative Open Date	Required Close Date	Posting Duration (Days)		
External Posting	Internet	08/30/2005			10		Edit	Delete
Internal Posting	Internet	08/30/2005			10		Edit	Delete

[Add New Posting Destination](#)

[Save](#) [Previous](#) [Next](#)

[Return to Requisition Posting Information](#)

Step	Action
12.	Review page six; when finished, click the Next button.
	Next



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Create Job Requisition

1 2 3 4 5 6 7 8 9 10

Desired Education and Experience

Job Requisition Number: 044099

This page allows you to specify the education and experience necessary for the job. If you enter more than one combination of education and experience, each combination will be considered as being equivalent and equally acceptable for screening.

Enter the desired education and experience.

Desired Education and Experience

Highest Education Level	Years of Work Experience

Add New Education and Experience

How important is this?

Is it mandatory? ☐

Save Previous Next

* Required Field

[Return to Posting Destination](#)

Step	Action
13.	Review page seven; when finished, click the Next button. <div>Next</div>

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Create Job Requisition

1 2 3 4 5 6 7 8 9 10

Screening Questions

Job Requisition Number: 044099

Add the prescreening questions below. You have the choice of defaulting them from a questionnaire template, from competencies or entering them individually. If you default the questions in, you can add additional ones or deleting existing ones from those defaulted.

Question Set ID: [] Load From Set Load From Competencies

Question ID	Question	Answer Mandatory	
1 AGE	Are you 18 years old or older?	<input type="checkbox"/>	Weights Remove
10 SUPV	Do you have supervisory experience that involves employment decisions (such as hiring, promotions, demotions and performance reviews), disciplinary actions and terminations?	<input type="checkbox"/>	Weights Remove
11 DISCHARG	Have you ever been discharged by any employer?	<input type="checkbox"/>	Weights Remove
4 CONVICT	Have you ever been convicted of a crime, other than a minor traffic violation?	<input type="checkbox"/>	Weights Remove
5 VET PRE	Do you wish to claim Veteran's Preference Points? If so, please indicate the applicable eligibility below and submit the required documentation. Preference points will not be granted unless the documentation is submitted.	<input type="checkbox"/>	Weights Remove
6 WK EXP	Please select the appropriate level of work experience (include all work experience).	<input type="checkbox"/>	Weights Remove
8 US ELIG	Are you legally authorized to work in the United States?	<input type="checkbox"/>	Weights Remove
9 DRIV LIC	Do you possess a valid driver's license?	<input type="checkbox"/>	Weights Remove

Step	Action
14.	Review page eight. Remember to scroll to the bottom of the page. Note: Screening questions may or may not have been entered at this stage. If not, they will be entered by the Recruiter after you have authorized the requisition.



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Add the prescreening questions below. You have the choice of defaulting them from a questionnaire template, from competencies or entering them individually. If you default the questions in, you can add additional ones or deleting existing ones from those defaulted.

Question Set ID: [] Load From Set Load From Competencies

Question ID	Question	Answer Mandatory
1 AGE	Are you 18 years old or older?	<input type="checkbox"/> Weights Remove
10 SUPV	Do you have supervisory experience that involves employment decisions (such as hiring, promotions, demotions and performance reviews), disciplinary actions and terminations?	<input type="checkbox"/> Weights Remove
11 DISCH	Have you ever been discharged by any employer?	<input type="checkbox"/> Weights Remove
4 CONVICT	Have you ever been convicted of a crime, other than a minor traffic violation?	<input type="checkbox"/> Weights Remove
5 VET PRE	Do you wish to claim Veteran's Preference Points? If so, please indicate the applicable eligibility below and submit the required documentation. Preference points will not be granted unless the documentation is submitted.	<input type="checkbox"/> Weights Remove
6 WK EXP	Please select the appropriate level of work experience (include all work experience).	<input type="checkbox"/> Weights Remove
8 US ELIG	Are you legally authorized to work in the United States?	<input type="checkbox"/> Weights Remove
9 DRIV LIC	Do you possess a valid driver's license?	<input type="checkbox"/> Weights Remove

Add a New Question

Save Previous Next

[Return to Desired Education and Exp](#)

Step	Action
15.	When finished, click the Next button. <div>Next</div>

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Create Job Requisition

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Requisition Summary

Job Requisition Number: 044099

Requisition Summary

Job/Position Information

Position Number: 10050713 Human Resources Generalist 2

Company: State of Indiana

Business Unit: State Personnel Department

Department: SPD - Labor Relations Div

Location: State Personnel Department

Job Title: Human Resources Generali

Number of People Needed: 1

FTE: 1.000000

Replacement For

Customize | Find | View All | First 1 of 1 Last

Name

Return To Job/Position Details

Requisition Authorization

javascript:submitAction_win0(document.win0,DERIVED_ER_RESUME_IMAGE_1A);

Internet

Step	Action
16.	Scroll to the bottom of the page to view the entire requisition summary.

The screenshot shows the PeopleSoft eRecruit interface. On the left is a navigation menu with categories like 'My Favorites', 'Employee Self Service', 'Manager Self Service', 'Time Management', 'Job and Personal Information', 'Compensation and Stock', 'Training and Development', 'Performance Management', 'Recruiting Activities', and 'Recruiting'. The 'Recruiting' section is expanded, showing options like 'Identify/Search Applicants', 'Interviews', and 'Hire Preparation'. The main content area displays the 'Screening Questions' for a job requisition titled 'Human Resources Generalist 2'. At the top, there are tabs for 'Average' and 'None'. Below the title bar, there's a 'Return to Competencies' link. The 'Screening Questions' section contains a table with columns: 'Question ID', 'Long Description', 'Answer Mandatory', and 'Weights'. The table lists 9 questions, each with a checkbox for 'Answer Mandatory' and a link for 'Weights'. At the bottom of the table, there are 'Save', 'Previous', and 'Next' buttons. Below the buttons, there's a note '* Required Field' and a 'Return to Screening Questions' link.

Question ID	Long Description	Answer Mandatory	Weights
1 AGE	Are you 18 years old or older?	<input type="checkbox"/>	Weights
10 SUPV	Do you have supervisory experience that involves employment decisions (such as hiring, promotions, demotions and performance reviews), disciplinary actions and terminations?	<input type="checkbox"/>	Weights
11 DISCHARG	Have you ever been discharged by any employer?	<input type="checkbox"/>	Weights
4 CONVICT	Have you ever been convicted of a crime, other than a minor traffic violation?	<input type="checkbox"/>	Weights
5 VET PREF	Do you wish to claim Veteran's Preference Points? If so, please indicate the applicable eligibility below and submit the required documentation. Preference points will not be granted unless the documentation is submitted.	<input type="checkbox"/>	Weights
6 WK EXP	Please select the appropriate level of work experience (include all work experience).	<input type="checkbox"/>	Weights
8 US ELIG	Are you legally authorized to work in the United States?	<input type="checkbox"/>	Weights
9 DRIV LIC	Do you possess a valid driver's license?	<input type="checkbox"/>	Weights

Step	Action
17.	Click the Next button to move to the next page.
	<div>Next</div>

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Create Job Requisition

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Requisition Submission

Job Requisition Number: 044099

This step is for submission/approval of a completed requisition.

As the originator of the requisition, the choice is to Submit for Approval or Save for Later. As the Authorizer or recruiter for this requisition, the choice is to Approve or Deny. Choosing Submit, Approve, or Deny will generate appropriate e-mails and worklists for further processing of this requisition.

Depending on the status of the requisition and your role this page may display only.

Approval Details

Role Name	Name	Action Taken	Date of action	Comment
Originator	Patricia Smith	Submitted	08/30/2005	
Authorizer	Lisa Tabor			
Recruiter	Lisa Tabor			

Comment

Name: Tabor, Lisa J

Comment:

Save Previous

Approve Deny

[Return to Requisition Summary](#)

Step	Action
18.	Click in the Comment field.
19.	Enter comments into the Comment field if desired. Enter " Type comments here ".
20.	Click the Approve button to approve the requisition or click the Deny button to deny the request. Approve
21.	The hiring manager and recruiter will be able to view the comments and action taken with the submitted requisition. End of Procedure.